

Section 2

Council Priorities And Action Plans

Section 2**Council Priorities and Action Plans****Authority**

"The Commission shall: ... establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies." [Neb. Rev. Stat. Section 86-1507(7)]

"A technical panel is created. The technical panel shall be comprised of one representative from the Nebraska Educational Telecommunication Commission, one representative from the Department of Administrative Services, one representative from the University of Nebraska Computing Services Network, one representative from the project sector, and such other members as specified by the Nebraska Information Technology Commission." [Neb. Rev. Stat. Section 86-1511(1)]

Overview

The NITC has established three advisory groups -- Community Council, Education Council, and State Government Council -- to provide input and make recommendations regarding their sectors of interest. Each council has a charter, adopted by the NITC, which establishes the council membership, responsibilities, and meeting procedures. Procedures for establishing advisory groups and the charters of these three councils are located at <http://www.nitc.state.ne.us>.

The Technical Panel is a statutory body, which provides technical analysis and recommendations to the Commission. The Technical Panel has a charter, adopted by the NITC, which establishes the panel membership, responsibilities, and meeting procedures. The charter is located at <http://www.nitc.state.ne.us>.

The NITC also recognizes the important contributions of other information technology coordinating entities, such as the Criminal Justice Information Systems (CJIS) Advisory Committee, and the Geographic Information Systems (GIS) Steering Committee.

CJIS includes representatives of state and local agencies involved in all aspects of criminal justice. Established by the Nebraska Commission on Law Enforcement and Criminal Justice, the CJIS Advisory Committee conducts strategic planning and sponsors automation and data sharing projects. The CJIS Advisory Committee periodically briefs the NITC on its activities and receives some funding from the Information Technology Infrastructure Fund, which requires NITC oversight. The CJIS Advisory Committee recently added the Chief Information Officer to its membership. Further information about the CJIS Advisory Committee is available at: <http://www.cjis.state.ne.us/>.

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The Legislature established the GIS Steering Committee in 1991 (Sections 81-2601 through 81-2605), in an effort to coordinate the implementation of GIS technology by state and local governments in Nebraska. Membership on the GIS Steering Committee includes local, state, and federal representatives. The GIS Steering Committee has prepared a strategic plan ("Building a Spatial Data Infrastructure for Nebraska - December 2001"), with long-range goals and shorter-term initiatives. The Chief Information Officer represents the Director of the Department of Administrative Services on the GIS Steering Committee. Further information about the GIS Steering Committee is available at: <http://www.calmit.unl.edu/gis/>.

The NITC encourages other information technology coordinating entities to collaborate with the NITC and its advisory councils.

Community Council

Background

The Community Council is an advisory committee composed of representatives from rural and community IT development, local governments and libraries, telehealth, resource providers, and other groups as deemed appropriate by the Community Council and the NITC. The Council's purpose is to identify, prioritize, and coordinate user needs with respect to community information technology.

Mission

The mission of the Community Council is to foster the collaborative and innovative use of technology through partnerships between public and private sectors, to improve teleliteracy, and to support community and economic development for Nebraska citizens.

Membership

The Community Council has 18-24 members from each of its three focus areas (rural and community information technology development, local governments and libraries, and telehealth), resource providers, and other groups as deemed appropriate by Community Council and the NITC.

Priorities

The Community Council will pursue activities that support efforts to:

- CC 1. Develop leadership capacity in Nebraska's communities to address IT development.
- CC 2. Promote the development of an infrastructure (including sufficient bandwidth) that is secure, affordable, reliable, and responsive to the specific needs of various sectors. Efforts should be made to ensure that systems across the state are compatible.
- CC 3. Support the development of the intellectual infrastructure necessary for Information Age development. Intellectual infrastructure includes the development of a workforce knowledgeable of and fluent in the use and applications of information technology and the availability of IT support services.
- CC 4. Encourage the use of information technology to enhance community and economic development.
- CC 5. Foster awareness and collaborative and innovative uses of information technology by local governments to reduce costs, improve efficiency, and provide better customer service.

Council Priorities and Action Plans

Education Council

Background

The Education Council is a 16-member advisory committee composed of representatives from K-12, postsecondary education, and four state agencies. The purpose of the Council is to identify, prioritize, and coordinate user needs with respect to educational information technology.

Mission

The mission of the Education Council is to advise the Commission concerning education information technology needs, goals, and policy. The Council will identify, coordinate, and prioritize matters pertaining to information technology for a more strategic and cost-effective approach to developing the State's education information technology infrastructure.

Membership

The Council has 16 members, eight representing the K-12 sector, eight representing the postsecondary sector, and four non-voting ex officio representatives of the Department of Education, the Coordinating Commission for Postsecondary Education, the Department of Administrative Services, and the Nebraska Educational Telecommunications Commission.

Priorities

The Education Council will pursue activities that support efforts for:

- EC 1. Provision of an infrastructure that will permit all citizens of Nebraska to have access to the same educational experiences, regardless of location;
- EC 2. Identification and facilitation of diverse training opportunities;
- EC 3. Ensurance of life cycle funding;
- EC 4. Accommodation of learner needs;
- EC 5. Coordination of statewide education I.T. efforts and resources, including collaboration with public and private entities;
- EC 6. Pursuit of leading edge technology applications to enhance teaching and learning.

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State Government Council

Background

The Nebraska Information Resources Cabinet (IRC), created in January 1996 by Executive Order, was a predecessor to the current State Government Council. After it became a statutory body in 1998, the NITC established the State Government Council and gave it functions that had been assigned to the IRC. The State Government Council focuses on information technology issues that affect state government agencies.

Mission

The mission of the State Government Council is to provide direction and oversight for state government information technology vision, goals and policy.

Membership

The State Government Council has 19 members representing state agencies and 2 members chosen from the private sector, with experience in managing major information technology systems.

Priorities

The State Government Council will pursue activities that support efforts for:

- SGC 1. Implementing electronic government (e-government) to provide for a cost effective, efficient delivery of services while maintaining necessary security and confidentiality of non-public information;
- SGC 2. Improving collaboration and efficiency through technical standards, guidelines, and enterprise solutions;
- SGC 3. Providing a planning and implementation process for IT projects which avoids unnecessary delay and bureaucracy;
- SGC 4. Implementing appropriate policies for information technology related security and privacy.

Technical Panel

Background

The Technical Panel is a statutory body, which provides technical analysis and recommendations to the Commission. The Technical Panel is codified at Neb. Rev. Stat. § 86-1511.

Mission

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

Membership

The Technical Panel consists of three members designated by statute and four other representatives specified by the Commission.

Priorities

The Technical Panel will pursue activities that:

- TP 1. Support the development of a robust statewide telecommunications infrastructure that is scalable, reliable and efficient;
- TP 2. Develop a technical architecture, including recommended standards and guidelines, to provide for interoperability and greater efficiency in IT systems;
- TP 3. Review technology projects or requests for funding recommended to the NITC, including budget requests, NITC grant requests, and Information Technology Infrastructure Fund projects.

Community Council Of the Nebraska Information Technology Commission

CC Priorities and Action Items for 2002-03

Priorities

The sector priorities of the Community Council of the Nebraska Information Technology Commission are to:

- CC 1. Develop leadership capacity in Nebraska's communities to address IT development.
- CC 2. Promote the development of an infrastructure (including sufficient bandwidth) that is secure, affordable, reliable, and responsive to the specific needs of various sectors. Efforts should be made to ensure that systems across the state are compatible.
- CC 3. Support the development of the intellectual infrastructure necessary for Information Age development. Intellectual infrastructure includes the development of a workforce knowledgeable of and fluent in the use and applications of information technology and the availability of IT support services.
- CC 4. Encourage the use of information technology to enhance community and economic development.
- CC 5. Foster awareness and collaborative and innovative uses of information technology by local governments to reduce costs, improve efficiency, and provide better customer service.

Action Items

Action Item CC 1

Title: Technologies Across Nebraska

Description: Work with the University of Nebraska and other Technologies Across Nebraska Partners to support the implementation of the Technologies Across Nebraska Action Plan, including the following action steps:

- Inventorying what activities TAN partners are planning regarding information technology development in the next year.
- Identifying gaps in the information and resources that are available to assist communities.
- Setting up regional support teams and regional meetings of IT committees.
- Developing and maintaining an e-mail discussion facilitate the exchange of information among resource providers and members of community IT committees.
- Piloting toolkit materials by working with at least 10 communities to develop community or regional IT plans.

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Lead: Technologies Across Nebraska and Community Council

Timeframe: June, 2002- May, 2003

Action Item CC 2

Title: Telehealth Vision and Strategy

Description: Work with the NITC and other stakeholders to develop a vision and strategy for expanded use of telehealth.

Lead: Telehealth Subcommittee and NITC

Timeframe: June, 2002- December 2002

Action Item CC 3

Title: Local Government Toolkit Resources

Description: Identifying and developing toolkit resources for local governments, including sample IT plans, sample inter-local agreements, best practices, and case studies.

Lead: Local Government and Libraries Subcommittee

Timeframe: January-May 2003

Education Council of the Nebraska Information Technology Commission

EC Priorities and Action Items for 2002-03

Priorities

The sector priorities of the Education Council of the Nebraska Information Technology Commission are to provide recommendations that support the:

- EC-1: Provision of an infrastructure that will permit all citizens of Nebraska to have access to the same educational experiences, regardless of location.
- EC-2: Identification and facilitation of diverse training opportunities;
- EC-3: Ensurance of life cycle funding;
- EC-4: Accommodation of learner needs;
- EC-5: Coordination of statewide education I.T. efforts and resources, including collaboration with public and private entities;
- EC-6: Pursuit of leading edge technology applications to enhance teaching and learning.

Action Items

PRIORITY EC-1

Provision of an infrastructure that will permit all citizens of Nebraska to have access to the same educational experiences, regardless of location.

EC 1.1 (Continuation)

Title: Statewide Video Standard

Description: The Education Council will assist the Nebraska Network Workgroup with a migration path and cost analysis of video standards implementation for distance learning and teleconferencing as they complete the study of a statewide video system.

Lead: Volunteer Task Group and Network Architecture Work Group.

Timeframe: 3rd Quarter, 2002 – 4th Quarter, 2002

EC 1.2 (Continuation)

Title: Adequate Rural Bandwidth

Description: The Education Council will assist the Nebraska Network Workgroup with network and backbone design considerations in preparation for an aggregated purchase of all publicly funded telecommunications. The Education Council will support strategies that ensure that adequate bandwidth is being provided to the rural areas of the State so as to provide access to the same educational experiences, regardless of location. The Education Council will emphasize the needs of the rural areas, including IP-centric applications, during NETCOM transport

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deployment and investigate application development that supports synchronous, asynchronous distance education as well as voice/video/data transfer.

Lead: Volunteer Task Group

Timeframe: 2nd Quarter, 2002 – 4th Quarter, 2002

PRIORITY EC-2

Identification and facilitation of diverse training opportunities;

EC 2.1 (New)

Title: Recommend Change in Funding for Technology Training Grants

Description: The Education Council, with the cooperation of the Training Advisory Work Group, will recommend a change in funding of the Technology Training Grants from the current Legislative level of \$130,000 to a new funding level of \$250,000 for Fiscal Year 2004-05, raising the grant maximum to \$25,000 and placing the grant fund under the jurisdiction of the NITC with Education Council input. This would enable the Technology Training Fund to function and be managed in a manner similar to the Community Technology Fund and Government Technology Collaboration Fund.

The NETC Training Grant fund, originated in 1994, has remained constant at \$130,000 with \$10,000 grant maximums for the last eight years. The mini-grants have been used by dozens of institutions to train hundreds of teachers and instructors in various areas of telecommunications and educational technology. Over the past eight years, the level of technology used by teachers, students and administrators to access the Internet and perform distance learning has increased many times. Since 1994, the cost of providing technology training has increased substantially, dwarfing the original training value of \$10,000. The Education Council sees this fund as vital to the ongoing improvement of Nebraska education by providing much-needed training funds for faculty all across the state in K-12 and Higher Education institutions.

Lead: Training Advisory Work Group

Timeframe: 3rd Quarter, 2002 – 2nd Quarter, 2003

PRIORITY EC-3

Ensurance of life cycle funding;

EC 3.1 (New)

Title: Life cycle funding strategies and Total Cost of Ownership materials

Description: The Education Council will assist K-12 and higher education institutions and funding agencies with specific life cycle funding strategies and provide them with Total Cost of Ownership materials in order to achieve the desired level of service.

Lead: Volunteer Task Group

Timeframe: 3rd Quarter, 2002--2nd Quarter, 2003

PRIORITY EC-4

Accommodation of learner needs;

EC 4.1(Revised)

Title: Role of Technology in Standards

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Description: The Education Council will recommend the appropriate role for technology, essential learnings, competencies, and proficiencies in statewide academic standards, certification and re-certification.

Lead: Training Advisory Work Group or Volunteer Task Group

Timeframe: 3rd Quarter, 2002 – ongoing

EC 4.2 (New)

Title: Educational Technology Proficiency Measures for Students, Teachers, and Administrators

Description: The Education Council will encourage the implementation of technology proficiency measures for students, teachers, and administrators across the State of Nebraska.

Lead: Volunteer Task Group

Timeframe: 3rd Quarter, 2002 – ongoing

PRIORITY EC-5

Coordination of statewide education I.T. efforts and resources, including collaboration with public and private entities;

No additional activity was identified for this priority in this performance year.

PRIORITY EC-6

Pursuit of leading edge technology applications to enhance teaching and learning.

EC 6.1(Revised)

Title: Synchronous and Asynchronous Instructional Methods

Description: The Education Council will encourage the development of new instructional methods and resources for synchronous and asynchronous instruction and guidelines for their appropriate use.

Lead: Training Advisory Work Group or Appointed Task Group

Timeframe: 2nd Quarter, 2002 – 2nd Quarter, 2003

The current slate of action items was discussed and recommended by the Education Council on May 17, 2002 and will be considered by the NITC on June 18, 2002 for insertion into "Section 2 – Council Priorities and Action Items" of the Statewide Technology Plan.

**State Government Council
Of the
Nebraska Information Technology Commission
SGC Priorities and Action Items for 2002-2003**

Priorities

The sector priorities of the State Government Council of the Nebraska Information Technology Commission are to provide recommendations that support:

- SGC-1 Implementing e-government to provide for a cost effective, efficient delivery of services while maintaining necessary security and confidentiality of non-public information.
- SGC-2 Improving collaboration and efficiency through technical standards, guidelines, and enterprise solutions.
- SGC-3 Provide a planning and implementation process for IT projects which avoids unnecessary delay and bureaucracy.
- SGC-4 Implementing appropriate policies for information technology related security and privacy.

Action Items

PRIORITY SGC-1

Implementing e-government to provide for a cost effective, efficient delivery of services while maintaining necessary security and confidentiality of non-public information.

SGC 1.1

Title: E-Government to Business Initiative

Description: The NITC adopted the e-government strategic plan in November 2000. Governor Johanns endorsed the strategic plan and directed that an initial focus be placed on the interaction between government and businesses. The Business Portal Action Plan was developed to guide that effort. This action item will involve the continued implementation of that plan. (A copy is available at: <http://www.nitc.state.ne.us/sgc/> and includes a complete list of short and long term action items.)

Lead: Office of the CIO

Timeframe:

Completed	Phase I: Creating a portal and inventory of business forms.
Beginning 2nd Quarter 2002	Phase II: Includes training sessions for development professionals and businesses in using the business portal; implementation of a maintenance plan for keeping the portal's business forms inventory current and accurate; and continuation of an aggressive strategy to automate government forms used by businesses.

Council Priorities and Action Plans

Future	Complete remaining items in the Business Portal Action Plan, including increased integration across agencies and levels of government.
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SGC 1.2**Title: E-Government to Employee Initiative**

Description: Develop and implement an action plan to provide an employee portal for state government employees. The portal will provide access to employee related information and services such as: the NIS system; state directory; pay stub application; TSB vehicle reservation system; retirement accounts; IMServices Help Desk; and newsletters (Statehouse Observer, Affirmative Action Newsletter, etc.).

Lead: Work group to be created

Timeframe: Beginning 3rd Quarter 2002

SGC 1.3**Title: E-Government to Citizens Initiative**

Description: Building on the Business Portal, develop and implement an action plan to provide an enhanced portal for citizens. The portal should provide easier access to existing information and services; as well as, provide new e-government services.

Lead: Work group to be created

Timeframe: Beginning 4th Quarter 2002

PRIORITY SGC-2

Improving collaboration and efficiency through technical standards, guidelines, and enterprise solutions.

ACTION ITEM SGC 2.1**Title: Recommend technical standards, guidelines, and enterprise solutions**

Description: The SGC will recommend technical standards, guidelines, and enterprise solutions for state government. The SGC will work with the Technical Panel to develop these standards and guidelines.

Lead: Work group(s) to be created.

Timeframe:

July 2002 through July 2003	Recommend technical standards, guidelines, or enterprise solutions for: - E-mail Standard (revise) - Secure E-mail Standard (see SGC 4.1) - E-fax - Content Management - Document Management and Records Retention (see SGC 4.2) - Server Farm - Electronic Forms Automation
Ongoing	Others as identified

PRIORITY SGC-3

Provide a planning and implementation process for IT projects which avoids unnecessary delay and bureaucracy.

SGC 3.1**Title: Improved Planning Process**

Description: Continue to improve the information technology planning process for state agencies. The SGC will review, and revise as appropriate, the planning documents utilized by agencies, including: agency comprehensive information technology plans and agency project proposal forms for budget requests. The review will include recommendations for improving the cost-benefit analysis information provided with project proposals.

Lead: Office of the CIO

Timeframe: 2nd Quarter 2003 - Review and revise planning documents as needed.

SGC 3.2**Title: Improved Project Management**

Description: The SGC will continue to provide guidance to agencies on best practices for project management. Areas of focus should include: management of IT related projects; measuring results; preparing project closure reports; and recommendations for a certification process for project managers.

Lead: Office of the CIO

Timeframe: 2nd Quarter 2003 - Review and revise project management documents as needed.

SGC 3.3**Title: Communication with Policymakers**

Description: Improve communications with policymakers in both the Legislative and Executive branches. This action will include providing briefings to the chairs of the NITC oversight committees (Appropriations Committee and Transportation and Telecommunications Committee) on issues raised by the State Government Council.

Lead: Office of the CIO

Timeframe: Ongoing

PRIORITY SGC-4

Implementing appropriate policies for information technology related security and privacy.

SGC 4.1**Title: Security Policies**

Description: In January 2001, the NITC adopted the security policies developed by the Technical Panel's Security Architecture Work Group. These policies, guidelines, and best practices are intended to provide a framework for a secure computing environment, with a focus on state government. The SGC, in coordination with the Technical Panel, will work to implement these policies in state government. Areas to be addressed include: training; agency level planning; business continuity planning; and security assessments.

Lead: To be determined

Timeframe:

July 2002 through July 2003	- Secure e-mail standard to be recommended - Review and make recommendations for
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	"authentication" standards, guidelines, or best practices
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SGC 4.2**Title: Records Retention Project**

Description: Working with the Records Management Division, develop technical solutions for records retention.

Lead: To be determined

Timeframe: 3rd and 4th Quarters 2002

**Technical Panel
Of the
Nebraska Information Technology Commission**

Technical Panel Priorities and Action Items for 2002-2003

Priorities

- TP-1 Support the development of a robust statewide telecommunications infrastructure that is scalable, reliable and efficient.
- TP-2 Develop a technical architecture, including recommended standards and guidelines, to provide for interoperability and greater efficiency in IT systems.
- TP-3 Review technology projects or requests for funding recommended to the NITC, including budget requests, NITC grant requests, and Information Technology Infrastructure Fund projects.

Action Items

PRIORITY TP-1

Support the development of a robust statewide telecommunications infrastructure that is scalable, reliable and efficient.

TP 1.1

Title: Provide Technical Support to the NETCOM Project.

Description: The panel will provide technical support for the implementation of the NETCOM Project.

Lead: Brenda Decker, Network Architecture Work Group

Timeframe: NETCOM - Ongoing

TP 1.2

Title: Nebraska Telecommunications Infrastructure Security Review

Description: Working with the state Homeland Security team, examine security issues regarding the state's telecommunications infrastructure.

Lead: Steve Schafer

Timeframe: Ongoing

TP 1.3

Title: Identify Types and Levels of Service

Description: The panel will identify types and levels of telecommunication services that different sectors (including business, health care, and education) require. In cooperation with the Public Service Commission and service providers, the panel will investigate ways to document the availability of different telecommunication services by geographic area.

Lead: Brenda Decker

Timeframe: Ongoing

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PRIORITY TP-2

Develop a technical architecture, including recommended standards and guidelines, to provide for interoperability and greater efficiency in IT systems.

TP 2.1

Title: Recommend Technical Standards, Guidelines, and Best Practices

Description: The panel, with input from the NITC councils and other coordinating entities, will recommend the adoption of technical standards, guidelines, and best practices.

Lead: To be determined.

Timeframe: To be determined.

TP 2.2

Title: Technical Support for Aggregation and Coordination of Networks

Description: The panel will provide technical support for the aggregation and coordination of networks, including the Nebraska Network Workgroup. The panel will also create an application implementation workgroup to further this action item.

Lead: Steve Schafer

Timeframe: Ongoing

TP 2.3

Title: Implementation of Critical Elements of the Technical Architecture

Description: The panel will identify "critical elements" of the technical architecture and recommend an enterprise approach for implementation of each.

Lead: Walter Weir

Timeframe: 3rd Quarter 2002 - 2nd Quarter 2003

PRIORITY TP-3

Review technology projects or requests for funding recommended to the NITC, including budget requests, NITC grant requests, and Information Technology Infrastructure Fund projects.

TP 3.1

Title: Project Reviews - Statutory

Description: Provide a technical review of project proposals as required by statute. Categories of projects that must be reviewed by the panel are: budget requests; GTCF grant fund applications; CTF grant fund applications; and ITIF funded projects. Certain long-term projects, such as NIS and NETCOM, are also reviewed periodically during the project implementation.

Lead: Rick Becker

Timeframe: Budget requests: September - November 2002
 GTCF and CTF grants: As received
 ITIF funded projects: Prior to authorization of use of funds
 Long-term projects: Ongoing
 Education Innovation Fund Grants: Annual

TP 3.2

Title: Project Reviews - Other

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Description: The panel will review projects not listed in 3.1 above at the request of the NITC, the project sponsor, or other responsible party.

Lead: Rick Becker

Timeframe: State Records Board grants: Quarterly
Voluntary reviews: As requested

TP 3.3

Title: Revise Procedures for Reviewing IT Projects and Purchases by State Agencies

Description: The panel will recommend revisions to the technical review procedures for IT related projects and purchases by state agencies. The purpose of the review process is to ensure compliance with technical standards, compatibility with existing or planned infrastructure, and sound decisions. The revised review process will be designed with the following considerations: 1) the process will incorporate all existing review procedures (e.g. the DAS 1909 form) to provide agencies with a one-step process; 2) the process for submitting requests will not be cumbersome; and 3) the review process will allow for a rapid response to the requesting agency.

Lead: DAS IT Sub-cabinet

Timeframe: 3rd Quarter 2002